

Action Management Plan Worksheet	
Statement of Problem, Question, or Situation	
<p align="center"><b>Topic #7</b></p> <p>Develop a plan to create and carry out a training program(s) for pupil transportation department staff.</p>	
Attributes of Problem, Question, or Situation	
<p><b>Examples of:</b> Qualities; Characteristics; Traits; Features; Elements; Parts; or Aspects; <b>of Problem, Question, or Situation.</b></p>	<ol style="list-style-type: none"> <li>1. <b>Knowing</b> – knowledge necessary to perform job</li> <li>2. <b>Doing</b> – action(s) necessary to perform job</li> <li>3. <b>Evaluating</b> – demonstrate job performance</li> <li>4. <b>Documenting</b> – record job performance</li> </ol>
Describe strategies or options to focus on attributes	
<ol style="list-style-type: none"> <li>1. Identify department functions, e.g. vehicle operation, vehicle maintenance, secretarial/clerical, logistics/operations, route development, human resources, customer service, budgeting, etc.</li> <li>2. Research legal requirements of each department function, e.g. CDL for bus driver, State Police annual fleet inspection</li> <li>3. Identify and review existing job task analyses for department functions</li> <li>4. Identify state and national standards and best practices corresponding to each department function</li> <li>5. Review department's or organization's job descriptions for department functions</li> <li>6. Review employees' previous evaluations from each department function</li> <li>7. Review current contracts or agreements executed for each department function</li> <li>8. Review system breakdown in each department function, e.g. vehicle inspection outcomes, vehicle crashes, CDL written and or road test failures/outcomes, complaints directed toward the department, MIOSHA violations, on-time arrivals, conflict between building administrators, students, and transportation department staff, etc.</li> <li>9. Audit department operations and records</li> <li>10. Create a training committee with representatives from each department function area</li> </ol>	
Identify AMP Objectives	Define outcomes per objective
<ol style="list-style-type: none"> <li>1. <b>List</b> all functions performed within department</li> <li>2. <b>Identify</b> legal requirements existing for each function</li> <li>3. <b>Identify</b> certifications and professional development opportunities available for personnel performing department functions</li> <li>4. <b>Compare and contrast</b> department function outcomes with state and national standards and best practices</li> <li>5. <b>Identify</b> training needs by</li> </ol>	<ol style="list-style-type: none"> <li>1. Functions agree with all department activities and tasks</li> <li>2. Legal requirements agree with all department activities and tasks</li> <li>3. Certifications and professional development opportunities agree with department activities and tasks</li> <li>4. Consistencies and differences are noted between department functions and standards and best practices</li> <li>5. Differences are identified as need for</li> </ol>

<p>department function</p> <ol style="list-style-type: none"> <li><b>Determine</b> resources necessary to meet department training needs by function area</li> <li><b>Prioritize</b> training needs by function area and resource availability</li> <li><b>Establish</b> department staff training schedule</li> <li><b>Measure</b> change in system breakdowns resulting from training</li> </ol>	<p>staff professional development</p> <ol style="list-style-type: none"> <li>Budget, staff, and time available to provide staff training</li> <li>Resources applied carry out staff training</li> <li>Staff, program, date, location identified</li> <li>Department function shows positive improvement by predetermined measure</li> </ol>
<p><b>List actions to accomplish objectives</b></p> <ol style="list-style-type: none"> <li>Review department budget, transactions, and expense reports (SE-4094, MDE-1011, &amp; MDE-1014)</li> <li>Research MAPT, MSBO, MDE, MDoS, MDoSP, MIOSHA Websites, Michigan School Code, Michigan Vehicle Code, Federal Motor Carrier Safety Regulations, Federal Motor Vehicle Safety Standards, National School Transportation Specifications &amp; Procedures (NSTSP-May 2005)</li> <li>Research MSBO Transportation Director Certification, National Association for Pupil Transportation (NAPT) Transportation Director Certification, MAPT Mechanics, Supervisors, Trainer training programs and classes</li> <li>Become member of MAPT (regional supervisors' group), MSBO, NAPT, and use available resources</li> <li>Use NSTSP-May 2005 as source of national standards and best practices, NHTSA School Bus Driver In-Service Safety Series, evaluate district's SE-4094, compare fleet performance measures against like districts and <u>aspirant</u> districts, compare fleet performance against its mission and position within the organization's mission</li> <li>Compare determined/predicted department function outcomes with actual outcomes from department annual report and with state and federal function standards and best practices.</li> <li>Identify department resources allocated to staff training by function</li> <li>Allocate or re-allocate department resources to support staff training activities</li> <li>Determine when staff may be released from work schedule to attend priority training</li> <li>Measure changes resulting from priority staff training to predicted changes that were to take place as a result of the priority training</li> </ol>	
<p><b>Identify methods to evaluate actions/tasks to meet objectives</b></p> <ol style="list-style-type: none"> <li>Budget analysis provides information regarding resources allocated for staff professional development.</li> <li>Link state and federal laws, rules, regulations with specific activities/operations/tasks of department functions.</li> <li>Logue contacts with MAPT, MSBO, NAPT, Training Agency, other professional development resources. Contacts result in literature describing organizations' professional development programs. Meeting with organizations to discuss staff training. Scheduling or participating in professional development activities offered by an appropriate organization(s).</li> <li>Prepare a written description of comparisons and contrasts between department function outcomes with state and national standards and best practices.</li> <li>List professional development needs corresponding with shortcoming of a department function area and state or national standard or best practice.</li> <li>Review of department budget objectives/plan indicates allocation of resources to support priority professional development activities.</li> <li>Staff professional development objectives are included in the department's operational plan for the next year. The current operational plan is revised and resources reallocated to achieve critical professional development objectives.</li> <li>Department calendar includes dates, times, locations, and enrollment information for professional development activities.</li> </ol>	

9. Department's annual report indicates what changes training may affect, what training was undertaken, and degree of predetermined change achieved.